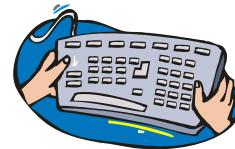




# Microsoft Word 2007

## Keyboard Shortcuts



### Document Management Keys

<b>File Management</b>	
New	<b>Ctrl</b> + <b>N</b>
Open	<b>Ctrl</b> + <b>O</b>
Close	<b>Ctrl</b> + <b>W</b> or <b>Ctrl</b> + <b>F4</b>
Save As	<b>F12</b>
Save	<b>Ctrl</b> + <b>S</b>
Print Preview	<b>Ctrl</b> + <b>F2</b>
Print	<b>Ctrl</b> + <b>P</b>
Exit	<b>Alt</b> + <b>F4</b> *
<b>Editing</b>	
Undo	<b>Ctrl</b> + <b>Z</b>
Repeat	<b>Ctrl</b> + <b>Y</b>
Cut	<b>Ctrl</b> + <b>X</b>
Copy	<b>Ctrl</b> + <b>C</b>
Paste	<b>Ctrl</b> + <b>V</b>
Select All	<b>Ctrl</b> + <b>A</b>
Find	<b>Ctrl</b> + <b>F</b>
Replace	<b>Ctrl</b> + <b>H</b>
Go To	<b>Ctrl</b> + <b>G</b>

### Helpful Function Keys

<b>Action</b>	<b>Key</b>
Activate main menu	<b>F10</b> or <b>Alt</b>
Activate shortcut menu	<b>Shift</b> + <b>F10</b>
Change letter case	<b>Shift</b> + <b>F3</b>
Close active document	<b>Ctrl</b> + <b>F4</b>
Close Word	<b>Alt</b> + <b>F4</b> *
Extend selection mode	<b>F8</b>
Go back to previous positions	<b>Shift</b> + <b>F5</b>
Go To	<b>F5</b>
Help	<b>F1</b>
Help pointer (context-sensitive)	<b>Shift</b> + <b>F1</b>
Insert AutoText entry	<b>F3</b>
Maximize document window	<b>Ctrl</b> + <b>F10</b>
Maximize Word window	<b>Alt</b> + <b>F10</b> *
Next document window	<b>Ctrl</b> + <b>F6</b>
Open	<b>Ctrl</b> + <b>F12</b>
Previous document window	<b>Ctrl</b> + <b>Shift</b> + <b>F6</b>
Print (also <b>Ctrl</b> + <b>P</b> )	<b>Ctrl</b> + <b>Shift</b> + <b>F12</b>
Repeat Find or Go To	<b>Shift</b> + <b>F4</b>
Repeat previous command	<b>F4</b>
Save	<b>Shift</b> + <b>F12</b>
Save As	<b>F12</b>
Show fields on/off	<b>Alt</b> + <b>F9</b> *
Spelling	<b>F7</b>
Thesaurus	<b>Shift</b> + <b>F7</b>
Update selected field	<b>F9</b>

### Formatting Keys

<b>Paragraph Formatting</b>	
Center	<b>Ctrl</b> + <b>E</b>
Justify	<b>Ctrl</b> + <b>J</b>
Left align	<b>Ctrl</b> + <b>L</b>
Right align	<b>Ctrl</b> + <b>R</b>
Indent from left	<b>Ctrl</b> + <b>M</b>
Decrease indent from left	<b>Ctrl</b> + <b>Shift</b> + <b>M</b>
Create hanging indent	<b>Ctrl</b> + <b>T</b>
Decrease hanging indent	<b>Ctrl</b> + <b>Shift</b> + <b>T</b>
Single space lines	<b>Ctrl</b> + <b>1</b>
Double space lines	<b>Ctrl</b> + <b>2</b>
One-and-one-half space lines	<b>Ctrl</b> + <b>5</b>
Add/close space B4 paragraph	<b>Ctrl</b> + <b>0</b> (zero)
Return to normal formatting	<b>Ctrl</b> + <b>Q</b>
<b>Character Formatting</b>	
Bold	<b>Ctrl</b> + <b>B</b>
Italics	<b>Ctrl</b> + <b>I</b>
Underline (continuous)	<b>Ctrl</b> + <b>U</b>
Word underline	<b>Ctrl</b> + <b>Shift</b> + <b>W</b>
Double-underline	<b>Ctrl</b> + <b>Shift</b> + <b>D</b>
Font (Font dialog box)	<b>Ctrl</b> + <b>Shift</b> + <b>F</b>
Point size (Font dialog box)	<b>Ctrl</b> + <b>Shift</b> + <b>P</b>
Hidden	<b>Ctrl</b> + <b>Shift</b> + <b>H</b>
All Caps	<b>Ctrl</b> + <b>Shift</b> + <b>A</b>
Small caps	<b>Ctrl</b> + <b>Shift</b> + <b>K</b>
Subscript	<b>Ctrl</b> + <b>=</b>
Superscript	<b>Ctrl</b> + <b>+</b>
Increase font size	<b>Ctrl</b> + <b>Shift</b> + <b>&gt;</b>
Decrease font size	<b>Ctrl</b> + <b>Shift</b> + <b>&lt;</b>
Increase by 1 point	<b>Ctrl</b> + <b>J</b>
Decrease by 1 point	<b>Ctrl</b> + <b>I</b>
Remove formatting	<b>Ctrl</b> + <b>Shift</b> + <b>Z</b>

### Additional Handy Shortcuts

<b>Action</b>	<b>Key</b>
Cancel	<b>Esc</b>
Begin new paragraph	<b>Enter</b>
Begin new page (break)	<b>Ctrl</b> + <b>Enter</b>
Begin new line (same paragraph)	<b>Shift</b> + <b>Enter</b>
Begin new column/split table	<b>Ctrl</b> + <b>Shift</b> + <b>Enter</b>
Insert non-breaking space	<b>Ctrl</b> + <b>Shift</b> + <b>Spacebar</b>
Insert non-breaking hyphen	<b>Ctrl</b> + <b>Shift</b> + <b>-</b>
Insert tab character (in table)	<b>Ctrl</b> + <b>Tab</b>
Show hidden screen characters	<b>Ctrl</b> + <b>Shift</b> + <b>*</b>

\* Now that the **Alt** key is used to access the Word 2007 Ribbon, these shortcuts work best when the keys are pressed simultaneously.